

Texas Historical Commission Job Vacancy Notice

Position Title: CAPPS Support Accountant
Classification Title: Accountant VI
Job Posting Number: 18-44
Salary: \$5,200.00-\$6,500.00/month
Salary Group/Class#: B23/1022
FLSA: Exempt
Opening Date: 2/16/2018
Closing Date: Until filled
Duration: Regular, Full-time
Hours/Week: 40 hours
Work Location Address: 1700 North Congress, Austin, TX.

JOB OBJECTIVE: Perform advanced accounting and budgeting work in support of the Texas Historical Commission (THC) Accounting, Procurement, and Human Resources systems. Work involves preparing and/or overseeing the preparation of financial analysis and reports; establishing, maintaining, and/or overseeing accounting systems, procedures, and controls; and preparing and/or overseeing the preparation of agency budgets. This position will support the THC Centralized Accounting and Payroll/Personnel System (CAPPS) implementation and provide on-going internal agency user support. This position will help design, build, and test the financial module of the PeopleSoft-based CAPPS system in FY 2018 for a FY 2019 go-live. Work involves compiling, developing and documenting user and system requirements, and user training. Work under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES:

1. Perform complex systems and business analysis work in support of the Texas Historical Commission (THC) Accounting, Procurement, and Human Resources system.
2. Serve as the agency helpdesk for THC staff that need assistance with CAPPS.
3. Assist with the implementation of CAPPS and be the technical subject matter expert.
4. Analyze user requirements, procedures, and problems to automate or improve existing systems and helps identify potential project risks and limitations.
5. Provide agency CAPPS training for THC staff.
6. Escalate level 2 CAPPS issues to the Texas Comptroller of Public Accounts support desk.
7. Troubleshoot IT infrastructure issues related for 22 THC State Historic Sites that affects ability to use CAPPS.
8. Manage CAPPS user profiles and security management.
9. Coordinate and perform functional "go live" cutover activities in concert with technical resources.
10. Assist with development and maintenance of CAPPS reporting functions.
11. Evaluate business needs, analyze processes and create business cases for changes and process improvements.
12. Assist in development and delivery of training materials or courses.
13. Assist developing and modifying CAPPS reports.
14. Analyzing financial data analysis.
15. Adhere to established work schedule with regular attendance.
16. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

17. Perform other duties as assigned.

QUALIFICATIONS/REQUIREMENTS (The application must specifically state how each of the following qualifications are met):

- Graduation from an accredited four-year college or university (two years of relevant work experience related to the essential duties may substitute for one year of college).
- Two years' work experience providing support for PeopleSoft Financial modules;
- Experience with PeopleSoft security setup;
- Experience with query design and analysis;
- Experience working with Texas state government processes, policies and procedures.
- Valid driver's license, acceptable driving record and ability to drive a state vehicle; and
- Required to travel up to 10% of the work period.

PREFER:

- Master's degree in Accounting, Business, Public Administration, Computer Science, Computer Information Systems, Management Information Systems or closely related field.
- Experience working with any of the following: USAS, and/or USPS,
- Experience working with State of Texas implementation of PeopleSoft - CAPPS

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Accounting and Procurement processes and procedures;
- Effective verbal and written communication, human relations and organizational skills;
- Skill in identifying and analyzing resources needed and actions to be taken to ensure division needs are met;
- Skill in prioritizing, identifying, and communication project resources and updates needed to complete multiple projects concurrently within schedule deadlines;
- Skill in providing customer service excellence to both internal and external customers;
- Skill in operating a personal computer with word processing, database and spreadsheet software;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
- Ability to multi-task in a fast-paced environment;
- Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;
- Ability to plan, organize and work independently, as well as within a team environment;
- Ability to anticipate needs and risks;
- Ability to exercise sound judgment and discretion; and
- Ability to maintain the highest level of confidentiality.

REGISTRATION, CERTIFICATION, OR LICENSURE:

Must have or obtain a valid Driver's License and Defensive Driving Course to be able to operate state vehicles.

ENVIRONMENT/PHYSICAL CONDITIONS: Normal office work environment and may have exposure to dust and environmental allergens consistent with normal business activities and human contact. Mostly sedentary in nature but may involve walking; standing; pulling and pushing; kneeling, stooping and bending; performing tasks requiring fine motor skills and coordination; and safely lifting and carrying items weighing up to 50 pounds. Must be able work extended periods at a computer, and may require working extended hours and some evenings, weekends and overnight, as needed. Involves safely operating a state vehicle and driving for long distances and traveling by airplane.

REMARKS (Application procedures, Special requirements): State of Texas application must be submitted through the Work In Texas website at www.workintexas.com. You must have a Work In Texas profile in order to login and complete the application. If you have questions regarding the application process, please contact your local Work in Texas office. Only applicants interviewed will be notified of their selection or non-selection. Resumes will NOT be accepted in place of a completed application.

The Texas Historical Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, genetic information, age or disability in recruitment, selection, appointment, training, promotion, retention or any other personnel action or deny any benefits or participation in programs or activities which it sponsors.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

As part of the employment process, THC will conduct a driving and criminal background check. Unsatisfactory information relevant to the position may disqualify the applicant from employment.

Disability access for testing and interview accommodations can be provided upon reasonable notice by contacting Human Resources at 512-305-6729.

THC participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf

Veterans: Go to www.texasskillstowork.com for assistance with translating your military work experience and training courses into civilian job terms, qualifications/requirements and skill sets.

For New Hires/Rehires: Health insurance is available the 1st of the following month after a 60-day waiting period.

AN EQUAL OPPORTUNITY

AFFIRMATIVE ACTION EMPLOYER